

**Ocean's Harbor House**  
**Job Description**

***Grant Writer/Development Associate***

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Description of the Position:

The Grant Writer/Development Associate reports directly to the Executive Director by works with staff in multiple departments by supporting both the development and programmatic infrastructures within the agency. This role carries out activities and planning efforts to support organizational grant-making and Foundation fundraising goals and initiatives. The position will research, draft, produce and submit grant proposals and follow-up on reporting requirements together with the Executive Director, Director of Finance, the Director of Programs and various program staff. This role will provide essential research for the development of OHH grant application strategy, including the research and tracking of prospective grant opportunities, the preparation of proposals and presentations using market research and the management of internal data and statistical information. This position will also coordinate and assist in implementing tasks associated with data, special events management, donor development and brand awareness as directed by the Director of Development and Marketing.

This position is a full-time position (40 hours weekly). This position qualifies for full benefits under the agency's benefit package.

Responsibilities and Duties:

*Grant Writing:*

- Research possible grant opportunities for all current and potential programs
- Collect and assemble background and content material for all LOIs and proposals
- Manage (in conjunction with Director of Programs) data and reports in program outputs and outcomes
- Gathers subject matter experts together for discussion and assembly of information pertinent to grant applications
- Write (or co-write), proof read and submit proposals for a variety of funding opportunities that pertain to all the programs and look for opportunities for expansion.
- Respond to grant data requests and inquiries from internal and external stakeholders, including preparation of data analysis and generation of reports; collaborate with Executive Director and Program team on submission/no submission of available grants.
- Provide data on accomplishments and current outcomes and outputs utilizing data supplied by program team
- Track progress of grant submissions and grant calendars; provide regular feedback to Executive Director/Director of Programs to ensure timely completion of project deliverables for all grants.
- Work with program staff to design competitive programs that align with agency priorities and application requirements.
- Assist program and finance departments with timely follow up and reporting during and after program implementation.
- Informs the team of all relevant requirements, laws, and regulations (eligibility, timeline, type and amount of match, allowable expenditures, etc.).
- Contacts and follows up leads with granting organizations and agencies.
- Ensures quality, accuracy, and completeness of all submitted grant proposals (well researched, well-written, well-documented, with a well-developed budget).

- Meets established benchmarks for submission and successful applications dollars brought in). Solves problems effectively, efficiently, and creatively.

*Development:*

- Assists Development Officer with the planning and implementation of major fundraising events for the agency.
- Works with Director of Development and Executive Director on various communication campaigns regarding Marketing and Development
- Provides content to information pieces and reports to donors
- Completes other related duties as required. As Ocean's Harbor House is an essential agency ensuring continuity of services to vulnerable youth, young adults and families, all staff are critical and considered essential employees of the agency; essential staff duties are not only during crisis times
- All staff are employed by Ocean's Harbor House and while they are assigned to a respective program to perform primary duties, staff may be required to work in other programs to ensure that services are provided to clients in that respective program. Staff will be cross trained so that they are familiar with the other programs of OHH

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. As with all other duties, if a staff person is unable to adequately perform their duties, their employment may be terminated.

Education/Experience:

A Bachelor's degree is required. At least 5 years' experience grant writing, data management and development is preferred. Experience with youth and/or crisis intervention services is a plus. Knowledge of 24-hour programming is helpful. Ability to work independently and in a multi-disciplinary team. The ideal candidate will have strong oral, written communication with the ability to connect information across the agency. Must have excellent presentation skills and time management skills.

\*\*Education and experience will be considered on an equal basis.

License and Skills:

Must have a valid New Jersey's Drives License

Attention to Detail, Presentation skills, good written and oral communication skills, problem resolutions, organization

Language Ability:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

### Math Ability:

Ability to add, subtracts, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

### Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

### Computer Skills:

To perform this job successfully, an individual should be able to use basic computer application to include Microsoft Office, Outlook and the internet.

### Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate or loud. Employees will be in a housing environment with multiple clients and staff.

### Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands and talk or hear. The employee is frequently required to stand; sit and stoop, kneel, crouch, or crawl, walk; reach with hands and arms and climb or balance. The employee must occasionally lift and/or move up to 40 pounds.

### Essential Status:

Ocean's Harbor House is considered, under New Jersey executive order, an essential agency ensuring continuity of services to vulnerable youth, young adults and families. The New Jersey Office of Emergency Management identifies essential employees as those people who are designated as required to work when an office closing is authorized and these employers and employees must provide services around the clock. This permits Ocean's Harbor House to continue operating without limits on their scope of service or hours of operation, absent any further amendments by the State Director of Emergency Management.